



Virtual Meeting  
REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT  
Minutes of January 25, 2022 at 5:00 p.m.

President Rogers called the remote meeting to order at 5:00 p.m. and acknowledged due to Restore Illinois Mitigation guidelines tonight's Board meeting will be conducted via video Zoom platform, and in accordance with SB 2135. To ensure all discussion, testimony and votes could be heard President Rogers confirmed each member of the Board was able to hear her by a roll call response.

Commissioners Present

Jennifer Rogers, President	Joe Petricca
Susan Gould, Vice President	Terry Ruff
Greg Sammons, Treasurer	

Staff Present

Mike Clark, Executive Director	Colleen Palmer, Asst. Supt. of Recreation
Donelda Danz, Supt. of Recreation	Glenn Hussey, Asst. Supt. of Parks & Planning
Steve Nagle, Supt. of Facilities	Gergana Minchev, Asst. Supt. of Finance
Jim Holder, Supt. of Parks & Planning	Dayell Houzenga, Asst. Supt. of District Services
Michelle Eckelberry, Supt. of District Services & Projects	Christine Hubka, Customer Service Manager
Joshua Ludolph, Asst. Supt. of Facilities	Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Eric Anderson of Piper Sandler & Company, Park District Bond Consultant

Public Hearing

President Rogers opened the Public Hearing for the 2021 Budget and Appropriation Supplemental Ordinance; Commissioner Cozza stated that in accordance with the Park District Code of the State of Illinois, a Public Hearing is to be held prior to the adoption of Ordinance #21-06, which sets forth the budget and made appropriations amended sums of money for the necessary expenditures of the Palatine Park District for corporate purposes for the fiscal year beginning January 1, 2021 and ending December 31, 2021. Notice of Availability of Proposed Supplemental Budget for 2021 was given and notification of the public hearing was published in the Daily Herald on, January 17, 2022. The public hearing was declared open and the floor was open to questions or comments from the Board; no questions or comments were presented. President Rogers offered that the floor was open to questions or comments from the audience. There were no questions or comments from the audience; Director Clark added that he did not receive any inquiries or comments prior to tonight's board meeting. In response for a motion to officially declare the public hearing closed, Commissioner Ruff moved and Commissioner Sammons seconded that the Board of Park Commissioners close the public hearing regarding the 2021 Budget and Appropriations Ordinance #21-06. The motion was approved by a roll call vote and President Rogers closed the Public Hearing for the 2021 Budget and Appropriations Supplemental Ordinance. The result of the vote follows:

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers  
NAY: None  
ABSENT: None  
Motion carried.

Approval of Agenda

Commissioner Ruff moved and Commissioner Gould seconded that the agenda be approved. Through a roll

call vote, the agenda for the meeting of January 25, 2022 was approved.

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers  
NAY: None  
ABSENT: None  
Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Ruff moved and Commissioner Gould seconded that the consent agenda be approved. Regarding President Rogers' questions, facility staff can answer President Rogers' inquiry on the surplus items later in the meeting. By a roll call vote, the following items on the consent agenda were approved: Regular Meeting Minutes of January 11, 2022; Closed Session Minutes of January 11, 2022; November Financial Report; Resolution #22-01 IMET Signature Authority to Close Account; Ordinance #22-02 Surplus of Property; and Warrant #2. The result of the roll call vote follows:

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers  
NAY: None  
ABSENT: None  
Motion carried.

Visitors and Citizens Comments

President Rogers acknowledged no public comments were presented prior to or during the meeting of January 25, 2022.

Presentation

Bond Consultant Eric Anderson said that this is his 22<sup>nd</sup> year assisting the Palatine Park District with bond refunding. Regarding Series 2022, Taxable General Obligation Limited Tax Park Bonds, Director Clark said that Mr. Eric Anderson of Piper, Sandler & Company has provided a PowerPoint presentation highlighting Palatine Park District bond summary, debt service extension base headroom, financial position and timeline of action. Mr. Anderson said that today's presentation is similar to last year's report and process with the District's issuing bonds to fund some existing debt, then likewise, buy our own bonds and limiting interest expense in the process. Mr. Anderson added that this is an annual occurrence for Palatine Park District. Continuing, Mr. Anderson thoroughly reviewed the information provided and highlighted the process for the annual short-term borrowing action of the Park District for the alternate revenue source park bonds. There will be no action tonight, the adoption of Ordinance #22-01 is scheduled for February 8, 2022. The Park Board thanked Mr. Anderson for his presentation.

Departmental Reports

The Board reviewed the previously distributed written Parks and Planning Department Report. Supt. Holder highlighted and presented a brief video from Kids Around the World; it was very gratifying to us as a Park District seeing our equipment being enjoyed and put to good use. Regarding the abatement contractor for the property at 206 East Palatine Road, staff is waiting for another quote. The Trades Crew is making great process on the Stables' apartment, Holder reviewed the updates. The Parks Crew started the carpet removal at Stables' lobby area, then paint the walls. Commissioner Gould asked about the door to the apartment being fireproof, Holder will confirm and get back to Commissioner Gould.

The Board reviewed the previously distributed written Facilities Department Report. Supt. Nagle highlighted the Fitness Crew's efforts; they readdress registration processes, staff is making personal calls to welcome new members, etc. Many new ideas to promote belonging to the Fitness Center. The usage and activity at

Falcon Park are getting back to normal. The Stables grieved the loss of Big Finn, their great big, sweet horse. Now Gracie joins the Stables as schooling team horse, Gracie is a beautiful good-natured horse. In response to Commissioner Sammons, Nagle said that we have about 26 4-legged employees. Over at Salt Creek Park District, Commissioner Sammons said that they offered golf simulators and winter lessons; and inquired if we considered anything like that; Supt. Nagle said that staff plans to revisit that idea. Regarding President Rogers earlier question, Nagle said that Falcon Park Recreation Center goes through tables and chairs quickly due to the high volume of use, Nagle added that staff will check with Stables, etc. to see if there is a need for the surplus items.

The Board reviewed the previously distributed written Finance Department Report. Asst. Supt. Gergana highlighted the report data and mentioned that the in-house audit went well as we are preparing for their March visit. Customer Service Manager Hubka said that registration numbers are going back up and memberships too. The report includes CARE and scholarships information. Hubka thanked Volunteer/Recruitment Coordinator Drew and Supt. Finance for their help with the new hires of part-time staff for registration.

The Board reviewed the previously distributed written District Services and Projects Department Report. Supt. Eckelberry highlighted that staff is improving the recruitment process for seasonal and part-time positions; there are more interested individuals using the e-applicant process. Unfortunately, the Volunteer of the Year luncheon was canceled due to COVID. IT implemented and updated many projects this year. Risk Management continues to have COVID work, still a busy time. The Communications and Marketing division completed over 1700 projects for the year. Eckelberry pointed out the promotion video for Palatine Children Chorus, really showcases what we do. Big thank you to Commissioner Gould for attending the sponsorship event and to President Rogers on the podcast. President Rogers asked about live streaming at Cutting Hall, is it worth it for other performances to put it out there for purchasing, staff is looking into it. Asst. Supt. Ludolph said that there are additional rights needed to be purchase with live streaming, etc. President Rogers said something good to come out to COVID, great job with live streaming.

#### New Business

The Board reviewed a previously distributed board summary pertaining to the approval of Ordinance #21-06 for the Supplemental Budget and Appropriation. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners adopt Ordinance #21-06 authorizing the fiscal 2021 Palatine Park District Budget and Appropriation Amendment Ordinance in the amounts of twenty-nine million, two hundred ninety-five thousand, four hundred and nine (\$29,295,409) dollars and thirty-two million, two hundred twenty-four thousand, nine hundred fifty (\$32,224,950) dollars respectively. The motion was approved by a roll call vote; the result follows:

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of Resolution #22-02 for Approval of Purchase of Real Property. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve Resolution 22-02, a Resolution approving the purchase of real property located at 20 N. Middleton Avenue, Palatine, for an amount not to exceed \$110,000 and authorize legal counsel to execute the closing of said property. The motion was approved by a roll call vote; the result follows:

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers

NAY: None  
ABSENT: None  
Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of Policy 02.16.21 Mandated Vaccination and Testing Policy. Commissioner Petricca moved and Commissioner Gould seconded that the Board of Park Commissioners review and approve Policy 02.16.21 Mandated Vaccination and Testing Policy to comply with mandated guidelines. The policy shows we have a plan and endorsed by governing body. The motion was approved by a roll call vote; the result follows:

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers  
NAY: None  
ABSENT: None  
Motion carried.

#### Executive Director Report

The Board reviewed the previously distributed written Executive Director Report. Executive Director Clark complimented HR staff, there has been lots going on concerning COVID for staff to work through; we continue to change and adapt. Supt. Danz confirmed that at Harper we are short staff for the pool. The CPI has been reported at 7%, there will be implementation at the Park District. Later this week is conference in Chicago; thank you to Asst. Supt. Palmer for securing the luncheon tables and to staff presenting. Just a reminder to be on the lookout for SEI form required for staff and Commissioners to fill out. We had a successful onsite audit visit and preliminary work. Commissioner Sammons asked for clarification on the Supt. of Finance candidates declining the job, Clark updated Commissioner Sammons and mentioned that after conference the process beings and staff plans to have someone onsite by March.

#### Commissioner Reports/Future Agenda Items

Commissioner Ruff wanted to mention that he recognizes what Supt. Asst. of Finance Minchev is doing in her new position, we know it is a rough time. Also, Commissioner Ruff wanted to highlight Customer Service Manage Hubka being very diligent with getting up at 4 a.m. in the morning, coming into work to let residents in.

Commissioner Sammons said that the ice rink looks good, entry ramp looks great.

President Rogers said that the Volunteer of the Year photo session was very organized, thanks to Supt. Danz, Communications and Marketing Manager Noens, Commissioner Ruff and Director Clark.

President Rogers mentioned that no future agenda items were presented.

#### Executive Session

President Rogers requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Ruff moved and Commissioner Sammons seconded that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(5) Open Meetings Act for discussion of the acquisition or lease of real property for the use of the District. The result of the roll call vote follows:

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers  
NAY: None  
ABSENT: None  
Motion carried at 5:27 p.m.

Return to Open Session

Commissioner Gould moved to come out of closed session at 5:57 p.m. and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Sammons seconded the motion which was unanimously approved by a roll call vote as follows:

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers  
NAY: None  
ABSENT: None  
Motion carried.

Action on Matters Considered in Closed Session

President Rogers said the Board of Park Commissioners met in closed session for discussion of the acquisition or lease of real property for the use of the District. President Rogers said that there is no action at this time.

Adjournment

There being no further business to come before the Park Board on this date Commissioner Ruff moved that the regular meeting be adjourned. Commissioner Sammons seconded the motion which was unanimously approved by a roll call vote.

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers  
NAY: None  
ABSENT: None  
Motion carried at 5:57 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Approved:

Trish Feid  
Secretary

Jennifer Rogers  
President

2022 Park Board Meetings

February 8, 2022	April 26, 2022	July 12, 2022
February 22, 2022	May 10, 2022	July 26, 2022
March 8, 2022	May 24, 2022	August 9, 2022
March 22, 2022	June 14, 2022	August 23, 2022
April 12, 2022	June 28, 2022	September 13, 2022

September 27, 2022  
October 11, 2022

October 25, 2022  
November 8, 2022

November 22, 2022  
December 13, 2022